Office of Security

Trends and Highlights

MAY

1974

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DIRECTORATE

ADMINISTRATIVE - INTERNAL USE ONLY

INFORMATION SYSTEMS SECURITY GROUP

Trends and Highlights

May 1974

HIGHLIGHTS

STATINTL

1. On 28 May 1974 a member of the
of Security was afforded a briefing on Computer Security.

2. The Intelligence Community policy paper on the release of
magnetic storage media was published and distributed within the
Community and internally within the Agency.

STATINTL

4. Plans were completed for the Computer Security Seminar to
be held by the Information Systems Security Group during June -
July 1974.

5. The full-time assignment of a member of the Group to the
Badge Office was concluded, and an evaluation of the Central Badge
System (CENBAD) activities within the Badge Office was made. This
evaluation contained the opinion that CENBAD could be run within
the Badge Office and will benefit the Office of Security.

6. The After Hours Security Check of the OJCS software disconnect
facility was concluded. This survey included a supplemental check of
the terminals following improvement of security procedures in the
OJCS Time Sharing Computer System brought about as a result of the
initial survey. Security of remote terminals, in particular those
in non-secure areas, was considerably enhanced.

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STATISTICS

Cases Pending 30 April	50
Cases Opened during May	38
Cases Closed during May	53
Cases Pending 31 May	33

ANALYSIS

The number of new cases opened showed a significant reduction. This decline was brought about by the transfers (without corresponding replacements) of a number of personnel. This required a re-evaluation of priorities and a closing out of pending cases prior to the acceptance of new. This realignment was further demonstrated by a corresponding reduction in cases pending at the end of the reporting period.

TRENDS

Personnel replacements are arriving and will continue to arrive through July. Formal and on-the-job training of these new personnel will occupy a good deal of time. New cases will increase slightly, and the trend will be a gradual return to previous case load levels.

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PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

May 1974

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1. On 5 June, 43 military officers, soon to be assigned as attaches in overseas embassies, were given a briefing on the hostile opposition in the Headquarters Auditorium. The briefing covered the threat from recruitment attempts by the opposition and from hostile [   ] operations. The officers are presently at the Defense STATINTL Intelligence School attending the attache class 3-74.

2. Renovation and relocation of Logistics, Finance, Training, and Personnel Branches was completed in May 1974.

3. On 28 May 1974, the Office of Security response to the Program Call (Operating Plan 1975/Program Plan 1976) was submitted to the Plans Staff of the Management and Services Directorate. Prior to its submission, its content was completely coordinated with program managers throughout the Office.

4. In late May, the proposed Office of Security objectives for FY 1975/FY 1976 to be tracked at the Director and DD/M&S levels were restudied in coordination with Office program managers. As a result of this review, the DD/M&S has been asked to approve a substantial revision of these objectives in order to reduce their number, improve their trackability, and make them more meaningful and realistic.

5. Reprogramming of $110,000 from within the Office of Security FY 1974 fund allocation to provide for reconfiguration of the Security Duty Office/Command Center and [   ] Branch space STATINTL on the first floor of the Headquarters Building and update of equipment was approved by the DD/M&S on 23 May. Additionally, $220,000 of unobligated funds were made available to accommodate unfunded requirements of other DD/M&S components. The latest injection of funds into the [   ] funding mechanisms includes STATINTL approximately $125,000 surge funding from FY 1974 funds to provide for FY 1975 expenses.

6. Office of Security obligations as of 31 May 1974 (91.7% of the FY) totaled 91.9% of the FY 1974 allocation.

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SECURITY RECORDS DIVISION

Trends and Highlights

May 1974

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1. When compared to last year, the cumulative statistics suggest a static situation in terms of increased work, leveling at about 13 percent.

2. Case Processing and Communications activities continue a slow downward trend. Although still considerably less than a year ago, Information Processing Check activities show a reversal toward greater volume. Filing activities also show a slowing in its downward trend.

3. In other activities, the volume of work remains high with a slight indication of a downward trend. This applies to Indices, Microfiche and Compartmented Information recordkeeping activities. Computer Support activities continue to show an increase in volume, attributable to the heavy purging of large groups of names to continue for some months. Some 40,000 names were purged this month, dropping the total number of names in the Office of Security Personnel Index below the 1,900,000 level. A net decrease of 114,763 names has taken place since the index peaked at 2,012,761 on 31 October 1973.

4. Monitoring of the SPECLE and SANCA terminals indicated that the down-time for May was considerable--44 hours and 41 hours respectively. In addition, the SANCA batch run was late more than 29 hours.

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SECURITY RECORDS DIVISION

Work Measurement Statistics - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through May 1973		Cumulative Through May 1974		% Productivity + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
1. Case Processing.	1. Cases opened based on requests for a security clearance	26,666	10	24,391	11	-16.9
2. Indices Activities	2. Collective total of manual name searches, cards filed, names changed, cards typed, cards purged, names grouped, security documents numbered	170,534	7	220,476	7	+29.2
3. Filing Activities	3. Collective total of files requested, files pulled, folders filed, security documents filed, files recharged, PSU requests, scope searches	756,184	14	657,398	12	+.9
4. Computer Support Activities	4. Collective total of names searched, case searches, systems update transactions, CIB transactions, Miscellaneous Keypunch Activity, 1050 Telecommunications transactions	718,803	10	905,597	10	+25.4
5. Communication Activities	5. Collective total of pouch manifest items, teletype, dispatch, Agency cable and non-Agency cable traffic handled	59,550	3	57,075	3	-4.2
6. Case Analysis Activities	6. Collective total of cases completed, case summaries prepared, and reference material reviewed and summarized	13,423	5	14,421	5	+3.6
7. Information Services Group Check Activities	7. Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors, and ISG checks levied on OS	18,586	2	13,351	2	-28.2

SECURITY RECORDS DIVISION

Work Measurement Statistics - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through May 1973		Cumulative Through May 1974		% Productivity
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	+ -
8. File Retirement Activities	8. Collective total of files reviewed for retirement/microfiche, files retired, and files microfiched.	27,897	3	28,841	3	+3.4
9. Microfiche Activities	9. Collective total of pages prepared and files filmed.	82,038	2	436,380	9	+18.2
10. Compartmented Information Activities Recordkeeping	10. Collective total of changes to master record, names searched, and cable actions.	377,044	10	408,257	10	+8.2
11. Compartmented Information Activities - Briefings	11. Briefings/debriefings conducted.	2,046	1	2,231	1	+9.0
12. Outside Agency Name Check Activities	12. Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	76,403	4	78,221	4	+2.4
	CUMULATIVE TOTALS	2,329,174	71	2,846,639	77	+13.1

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SPECIAL SECURITY CENTER

Trends and Highlights

May 1974

1.   A two-man Office of Security survey team (including a representative from the Special Security Center) has begun a survey of the Intelligence Community Staff security procedures and processes.

2.   Secretary services were provided in support of the 14 May 1974 Meeting of the Security Committee. Staffing support included a CIA suggested revision to DCID 1/11, Security Committee, still awaiting consideration by the United States Intelligence Board.

3.   The Special Security Center continues to participate in proceedings of the COMIREX ad hoc group undertaking a revision of TKH controls. A draft revised TKH Control Manual is expected to be ready for COMIREX consideration by 1 July 1974.

4.   Consultation between SAFSS, Office of ELINT, and the Special Security Center was effected resulting in a plan to allow controlled dissemination of certain sensitive compartmented information within TKH channels, thereby enhancing product analytical work conducted at the Department of Defense science and technology centers.

5.   Compartmented intelligence security briefings were conducted of eleven (11) CIA and 28 non-CIA personnel. The non-CIA personnel included officials of the Departments of Agriculture and Justice, the Drug Enforcement Agency, Federal Energy Office, United States Information Agency, Environmental Protection Agency, the White House, Federal Reserve Board and the National Security Council, in addition to three members of the Joint Atomic Energy Intelligence Committee of USIB.

6.   Facilities at the following locations were accredited for storage of compartmented intelligence materials:

Naval Intelligence Support Center, Suitland, Maryland
Naval Weapons Center, China Lake, California
Naval Investigative Service, Hoffman Bldg., Alexandria, Virginia
Kirtland Air Force Base, Albuquerque, New Mexico
USS La Salle
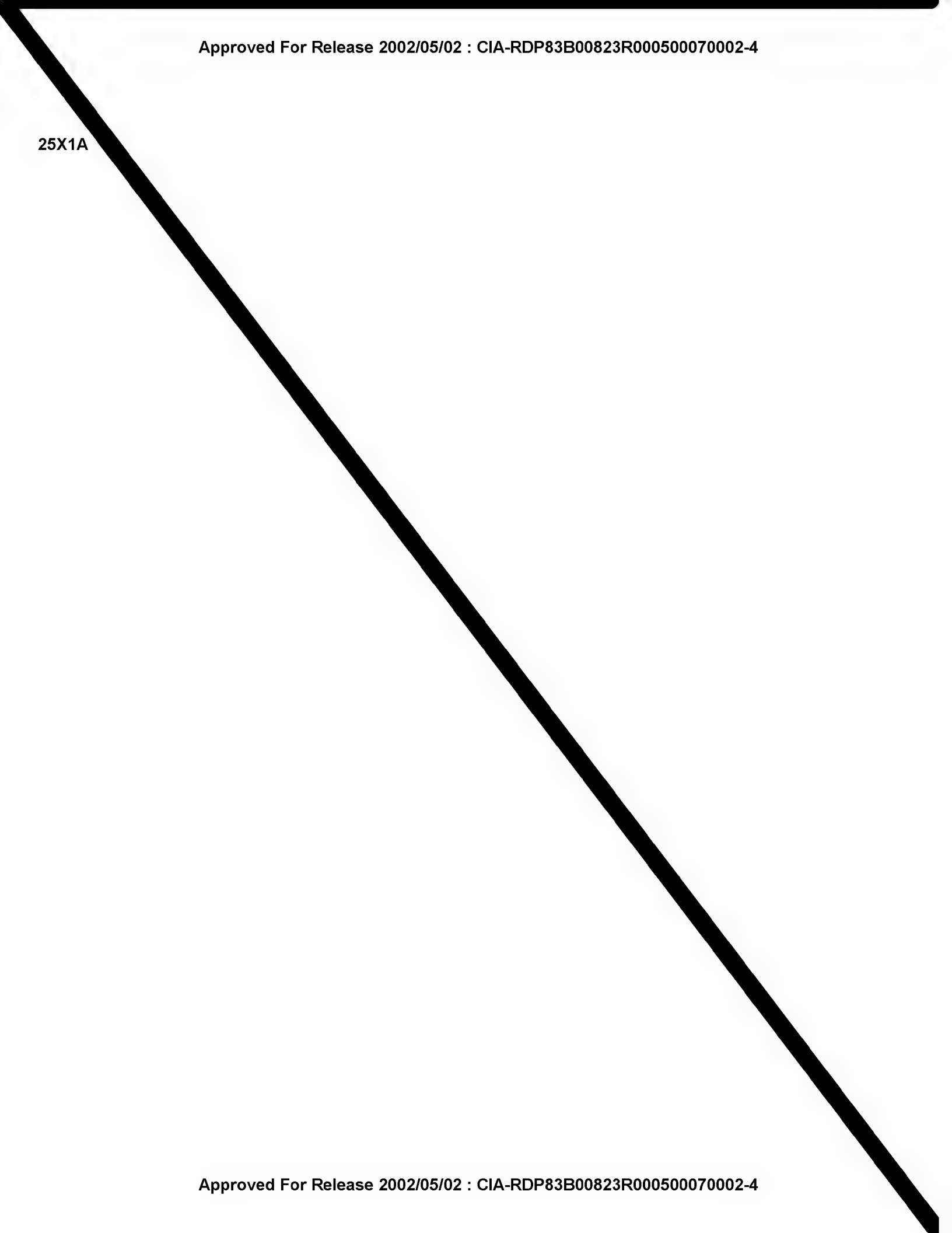Naval Research Laboratory, Washington, D. C.

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CLEARANCE DIVISION

Time Factors in Processing Overt & Semi-Covert Cases

May 1974

1. PROCESSING TIME (For * 170 Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel	DAYS IN INVESTI-GATION	DAYS IN RESEARCH AND APPRAIS-AL		TOTAL DAYS
		SRD	CD	
(Average number of days):	36	2	4	42

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	26
b. 31 to 60 days	136
c. 61 to 90 days	7
d. 91 to 120 days	1
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	18	0
	Total	18

*This figure does not include ___7 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 177 CASES.

Monthly Activities of the PSI Directorate

May 1974

Clearance Division Activity

Total Cases Received	2154
Total Field Cases Received	1106
Total Cases Processed	2309
Total Field Cases Processed	1067
Total Cases Pending	3300
Total Field Cases Pending	1799

Field Office Investigative Assignments

Total Received	1703
Total Completed	1596
Total Pending	2135

Security Support Activity

Operational Support
Total Headquarters and Field Office   5408
Manhours

External Activity
Briefings, Correspondence, Functional   1011
Guidance and Outside Activity Total
Actions

TATINTL   Research
Overt   182 (122-fav; 43-note; 17-unfav;
                  0-incl)
Covert   18
Total   193

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PHYSICAL SECURITY DIVISION

Office of Security

Monthly Report   May   1974

	Monthly	Cumulative Total FY-74

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PhySD Monthly Report for _____ May 1974 _____ . (Continued)

	Monthly	Cumulative Total FY- 74
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	59	745
Overseas Violations Correlated	20	260
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)	3	34

3. HEADQUARTERS ACTIVITIES

Security Duty Office

	Monthly	Cumulative Total FY- 74
Incidents Involving Written Reports	69	775
Security Assistance Cases	1,876	16,559
Security Inspections of Agency Facilities	279	3,420

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Security Services

	Monthly	Cumulative Total FY- 74
Security Equipment Service Calls	775	17,019
Special Support Assignments	124	1,162
____ Escort Assignments	608	6,753
Armed Escort Assignments	6	124

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4. SAFETY

	Monthly	Cumulative Total FY- 74
Safety Inspections Completed	0	13
Headquarters Safety Support Actions	35	357
Accident Investigations and Reviews	67	612
Analytical and Statistical Reports Prepared	3	13

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PhySD Monthly Report for ___May 1974___ (Continued)

	Monthly	Cumulative Total FY- 74
SAFETY (continued)		
After-hours Drills Accomplished	2	4
Fire Protection and Prevention		
Briefing and Training Sessions	1	8
Equipment Tests	2	2
Educational and Promotional Actions		
(Safety Literature Distributed)	3,000	34,168

5. **PHYSICAL SECURITY DIVISION TRAVEL**

	Monthly	Cumulative Total FY- 74
Man-days on Overseas TDY	104	478.5
Man-days on Domestic TDY	12	180.5
Total Man-days on TDY	116	180.5

6. **PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING**

	Monthly	Cumulative Total FY- 74
Man-days in Internal Training	81	959.5
Man-days in External Training	0	3

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Technical Security Division Monthly Report for May 1974 (Cont.)

	Monthly	Cumulative Total FY-74
3. BRIEFINGS AND SERVICES		
Briefing Program		
Briefing Conducted	17	127
Personnel Briefed	295	2,976
Training		
Personnel Trained in Security Equipment	27	121
Procurement		
Material Requisitions Initiated	13	230
Dollar Value of Procurements Initiated	$167,241.48	$1,003,033.02
4. ENGINEERING AND PLANNING		
Liaison Meetings with Other Agencies	1	36
R&D Contracts Followed	10	NA
Dollar Value of Contracts in R&D	$764,000	NA
Technical Security Division Contracts Monitored	6	NA
Dollar Value of Technical Security Division Contracts	$755,000	NA
Visits with Contractors	6	218
5. INTERAGENCY TRAINING CENTER		
Weeks of Regularly Scheduled Training	3.6	24.6
Number of Students	15	182
Weeks of Special Training	0	3.6
Number of Students	0	26
6. TECHNICAL SECURITY DIVISION TRAVEL		
Man-Days on Overseas TDY	283	1586
Man-Days on Domestic TDY	3	220
Total Man-Days on TDY	286	1806

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Technical Security Division Monthly Report for___May 1974___(Cont.)

	Monthly	Cumulative Total FY-74
7. TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING		
Man-Days in Internal Training	15	221
Man-Days in External Training	0	0

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